



ONLINE GRANT MANAGEMENT SYSTEM TDEC User Guide – Approved Grants

TABLE OF CONTENTS

Section I: Login and General Navigation_____	1
Section II: Activities_____	7
Section II: Reimbursement Requests_____	9

Section I: Login and General Navigation

The TDEC Online Grants System can be accessed at <https://tdec.smartsimple.com/>.

On the login page, you may login by entering your email and password. If you have forgotten your password, click “Forgot Password?” located under the Login button. The system will automatically send a password to your registered email account.

TDEC Online Grants System

Welcome to the new TDEC Online Grants System! We are excited to offer a more streamlined and easier way to submit applications and grants management for funded projects.

How to Use the System

The first step is to register as an individual and affiliate with an organization by clicking the button labeled: Register Here. Once you have registered, you can log on anytime to apply for funding opportunities, review active grants, view past submissions, and submit reimbursements and reports for funded projects.

New to the system?

[Register here](#)

Login

Email:

Password:

[Login](#)

[Forgot Password?](#)

To learn more about us [click here](#)

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After logging into the system, you will be directed to the Home dashboard. At any time, click “Home” to return to the Home dashboard. The top bar indicates your current Affiliation and Support information.

Home

Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Current session: You are logged in as Campbell County, to switch your organization click the Switch Organization button on the top right.

For Grants System Help, contact TDEC.Grants@tn.gov. For application questions, please contact the Grant Program Contact listed in the application. Note: It is recommended to use the Firefox browser while accessing the system for optimal performance.

[Submit Affiliation Request](#) [Personal Profile](#) [Change Password](#)

Funding Opportunities

Opportunity Details

Local Parks and Recreation Fund (LPRF) Grant

Deadline: 04/18/2018

[Apply Now](#) [Learn More](#)

Recreational Trails Program (RTP) Grant

Deadline: 04/18/2018

[Apply Now](#) [Learn More](#)

My Applications

IN PROGRESS (0) **ACTIVE (2)** COMPLETED (7)

#	Application ID	Activity Type	Organization	Status	Last Modified	
1	2017-4	Used Oil Grant	Campbell County	Approved	04/03/2018	View
2	GRT-08674-B9K4Q8	Local Parks and Recreation Fund (LPRF) Grant	Campbell County	Approved	02/13/2018	View

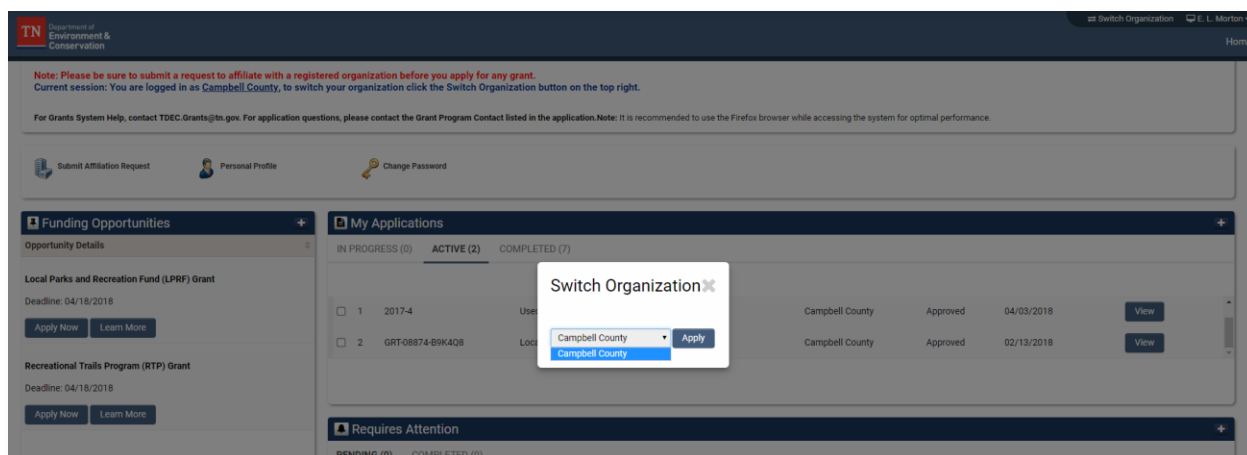
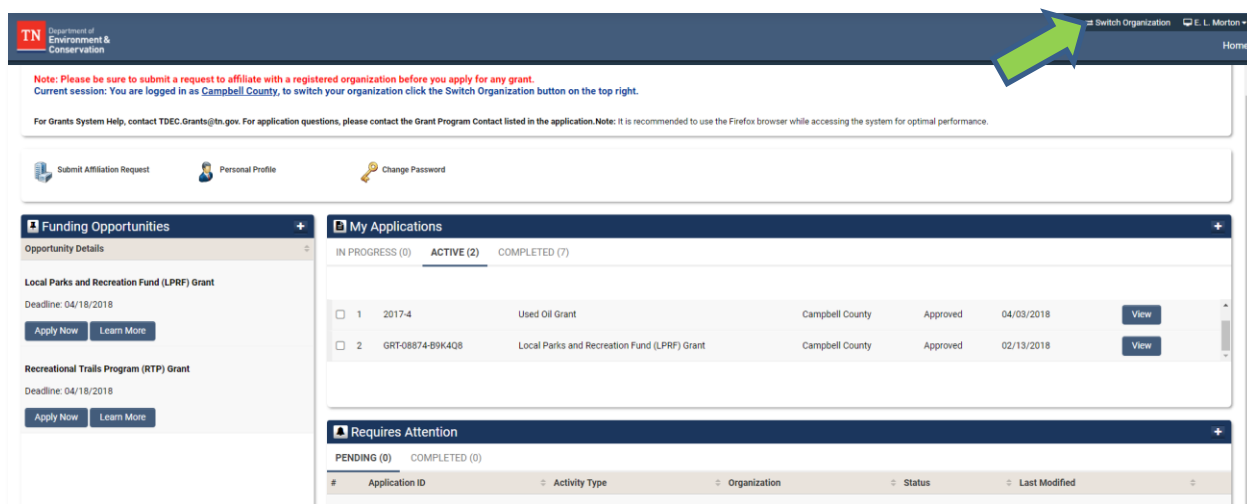
Requires Attention

PENDING (0) COMPLETED (0)

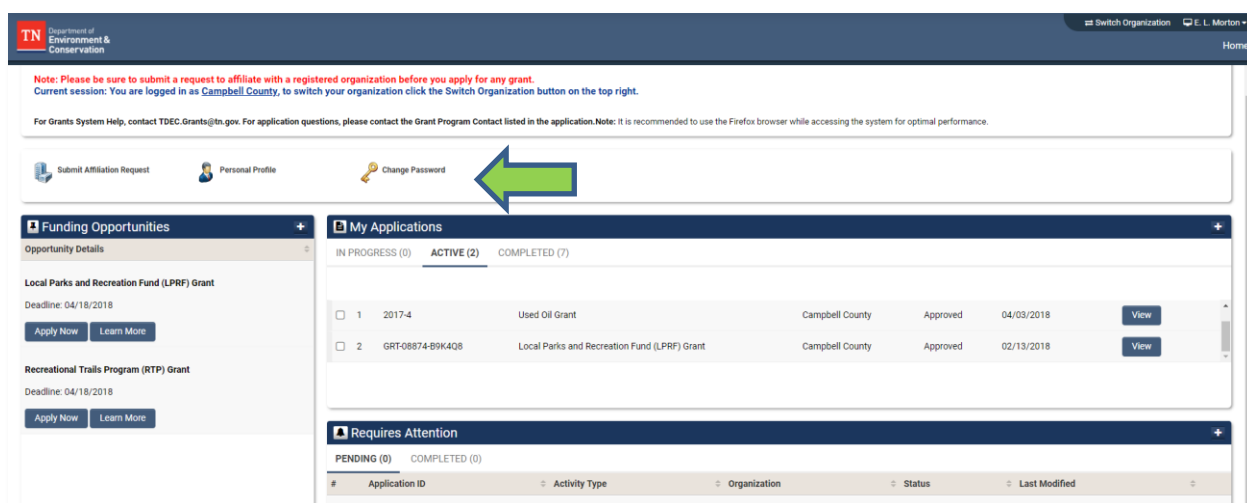
#	Application ID	Activity Type	Organization	Status	Last Modified	
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For assistance, contact TDEC.Grants@tn.gov.

If you are affiliated with multiple organizations, you may switch which organization you are currently viewing by clicking the “Switch Organization” button on the top right.



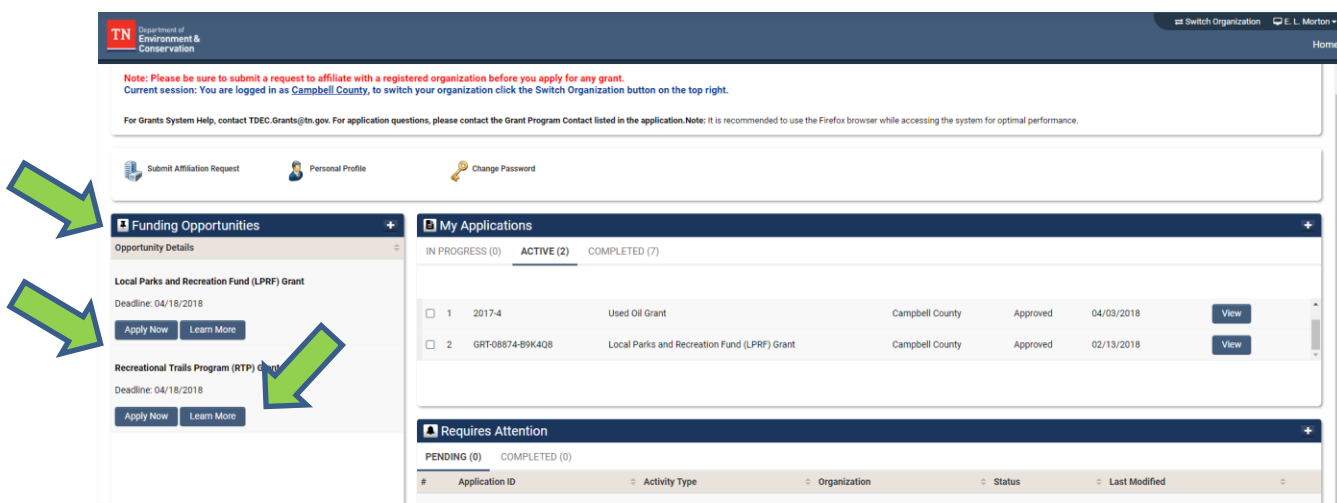
The second bar offers the option to Submit Affiliation Requests, access your Personal Profile and Change Password.



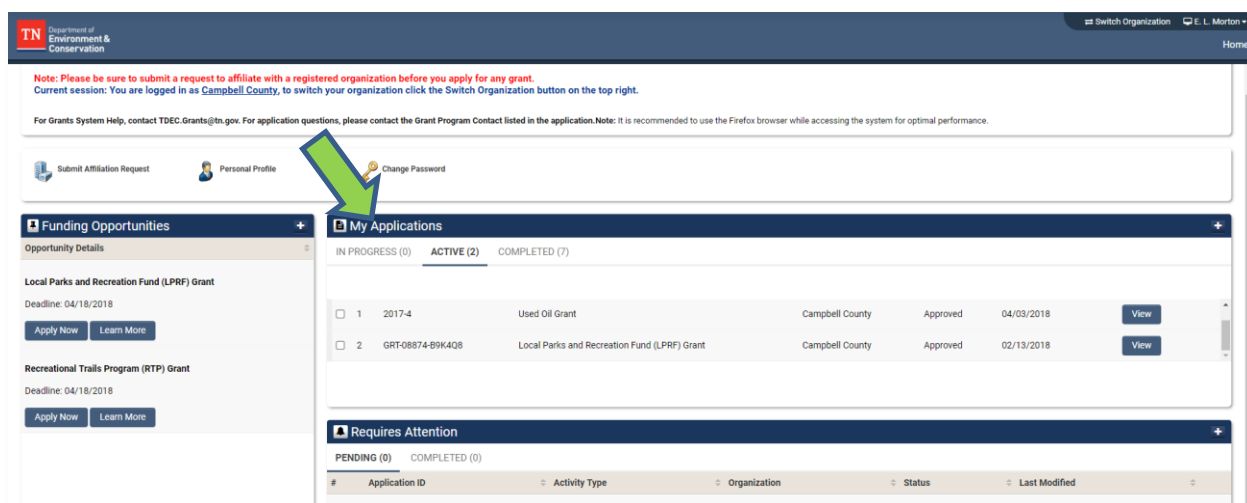
For assistance, contact TDEC.Grants@tn.gov.

You may access current TDEC Funding Opportunities on the left side of the Home dashboard. Click “Apply Now” to open an application or click “Learn More” (if available) to access general information about the funding opportunity, such as overview and eligibility.

Note: You only need to click “Apply Now” **once** to open an application. Clicking this button multiple times will result into duplicate applications.



You may access your open applications and funded projects in the “My Applications” section located in the next section.



Draft applications can be found under the tab “In Progress”. Click Open by the application to access the application and edit.

Note: After submitting the application, you will not have access again until staff review and approval/decline stage is complete. It will then reappear either in the “Active” or “Completed” tabs.



For assistance, contact TDEC.Grants@tn.gov.

My Applications

IN PROGRESS (0)

ACTIVE (2)

COMPLETED (7)

<input type="checkbox"/>	1	2017-4	Used Oil Grant	Campbell County	Approved	04/03/2018	View
<input type="checkbox"/>	2	GRT-08874-B9K4Q8	Local Parks and Recreation Fund (LPRF) Grant	Campbell County	Approved	02/13/2018	View

Funded and open grant applications can be found under the tab “Active”. Click Open by the application to access the application/grant record to perform project activities and submissions.

My Applications

IN PROGRESS (0)

ACTIVE (2)

COMPLETED (7)

<input type="checkbox"/>	#	Application ID	Application Type	Organization	Status	Last Modified	
<input type="checkbox"/>	1	2017-2376	Education and Outreach Grant	Campbell County	Declined	04/03/2018	<div>Open</div>

Closed and/or declined grant applications can be found under the tab “Completed”. Click Open by the application to access the application.

My Applications

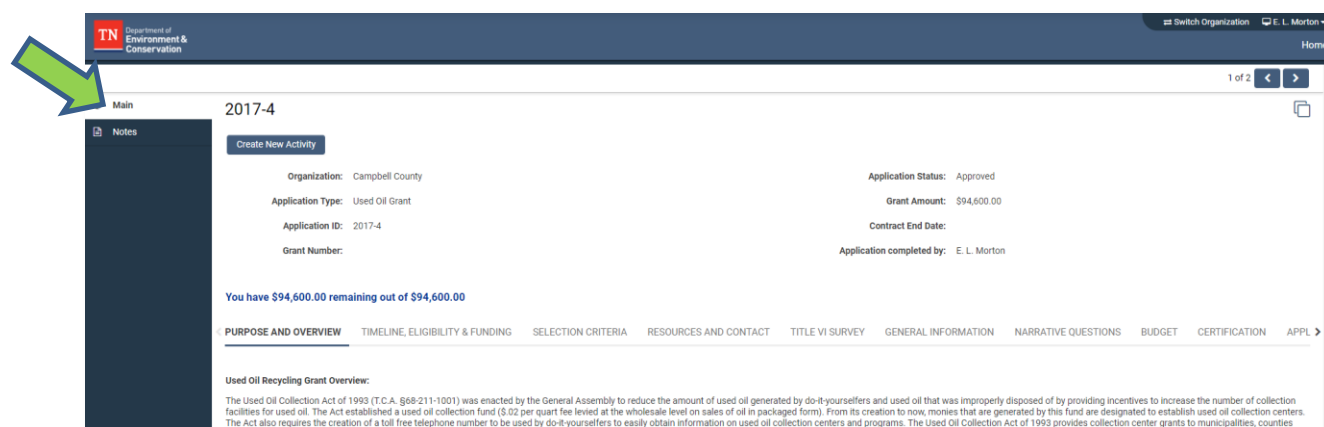
IN PROGRESS (0)

ACTIVE (2)

COMPLETED (7)

<input type="checkbox"/>	#	Application ID	Application Type	Organization	Status	Last Modified	
<input type="checkbox"/>	1	2017-2376	Education and Outreach Grant	Campbell County	Declined	04/03/2018	<div>Open</div>

After opening, along the left side is a toolbar with access to the Main grant record and Notes for communication with grant program staff. You can toggle between to access.



TN Department of Environment & Conservation

Switch Organization E. L. Morton

Home

1 of 2

Main

Notes

2017-4

Create New Activity

Organization: Campbell County

Application Type: Used Oil Grant

Application ID: 2017-4

Grant Number:

Application Status: Approved

Grant Amount: \$94,600.00

Contract End Date:

Application completed by: E. L. Morton

You have \$94,600.00 remaining out of \$94,600.00

PURPOSE AND OVERVIEW

TIMELINE, ELIGIBILITY & FUNDING

SELECTION CRITERIA

RESOURCES AND CONTACT

TITLE VI SURVEY

GENERAL INFORMATION

NARRATIVE QUESTIONS

BUDGET

CERTIFICATION

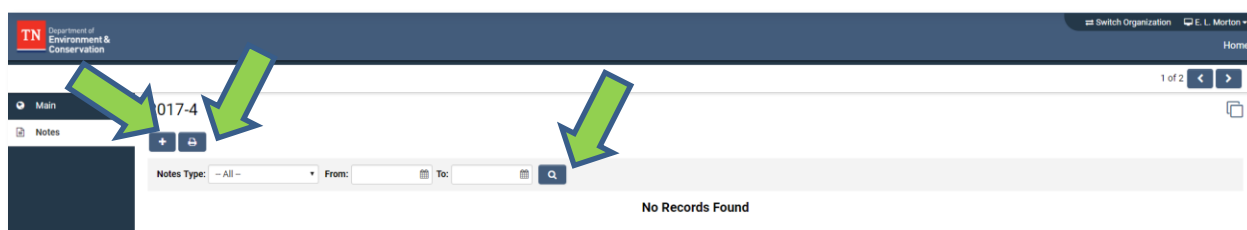
APPL >

Used Oil Recycling Grant Overview:

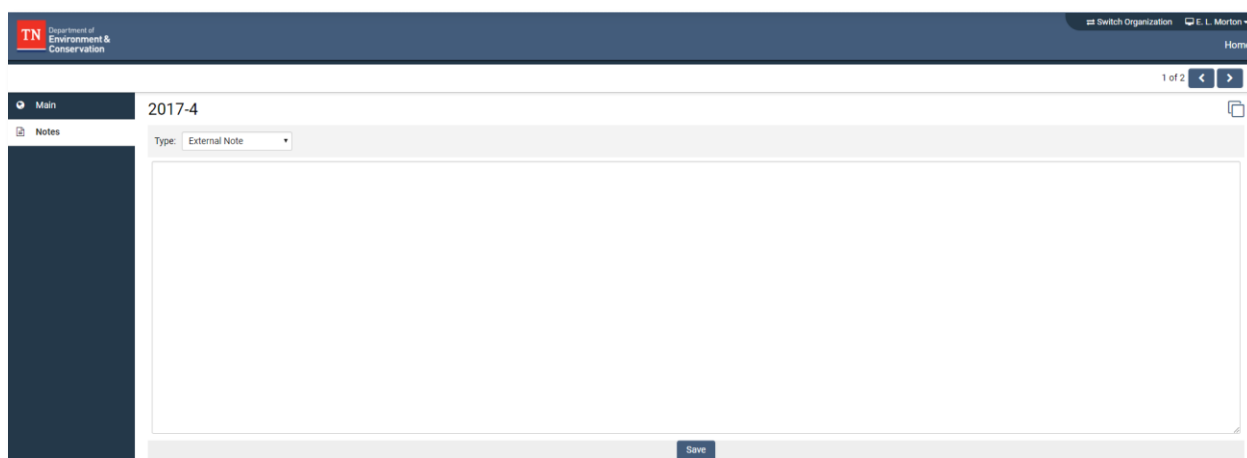
The Used Oil Collection Act of 1993 (T.C.A. §68-211-1001) was enacted by the General Assembly to reduce the amount of used oil generated by do-it-yourselfers and used oil that was improperly disposed of by providing incentives to increase the number of collection facilities for used oil. The Act established a used oil collection fund (\$0.02 per quart fee levied at the wholesale level on sales of oil in packaged form). From its creation to now, monies that are generated by this fund are designated to establish used oil collection centers. The Act also requires the creation of a toll free telephone number to be used by do-it-yourselfers to easily obtain information on used oil collection centers and programs. The Used Oil Collection Act of 1993 provides collection center grants to municipalities, counties

When you click on Notes, you will see a new window with access to previous notes, create a new note or print the notes. There is also a search function.

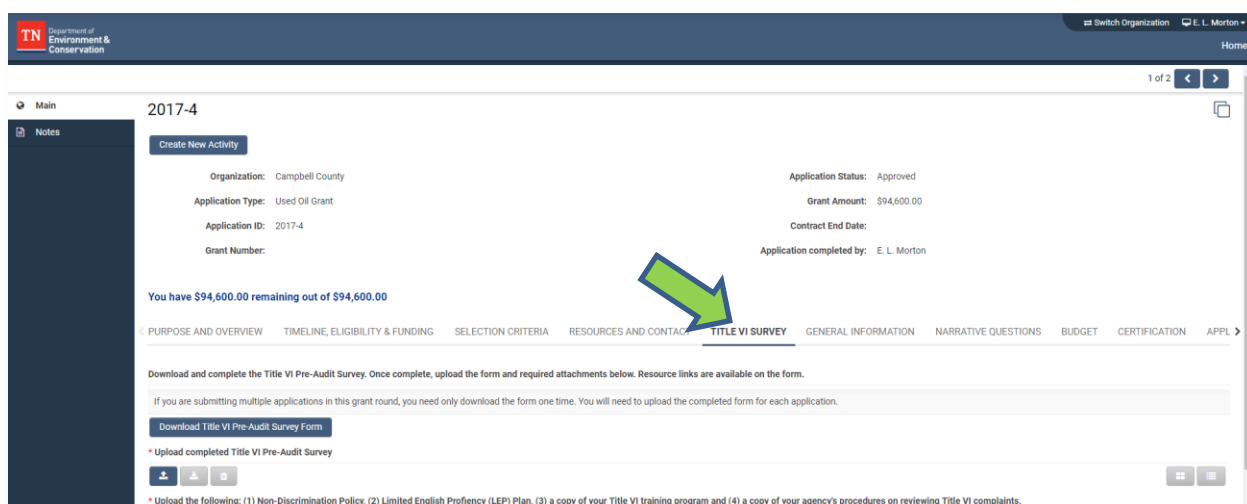
For assistance, contact TDEC.Grants@tn.gov.



To generate a new note, click on the plus sign. When the new window pops up, type in your message and click save. The assigned grant program staff will receive an automated email message with the note content. Vice versa, if staff sends a note, you will receive an email. It is best practice to communicate via notes to keep everything tied to the grant record.



After approval, you will not be able to edit application content with the exception of the Title VI Survey tab. You may be requested to complete or revise this content.



Also, after Approval, you will have access to the Contract, Reimbursements and Documents tabs. Scroll through the tabs to the right to access.

The screenshot displays the TN Department of Environment & Conservation grants management system. The top navigation bar includes the TN logo, the department name, and a 'Switch Organization' dropdown menu. The main content area shows application details for application 2017-4. The details are organized into two columns: Organization (Campbell County), Application Type (Used Oil Grant), Application ID (2017-4), and Grant Number; and Application Status (Approved), Grant Amount (\$94,600.00), Contract End Date, and Application completed by (E. L. Morton). A green arrow points to the 'CONTRACT' tab in the navigation bar. Below the details, a message states 'You have \$94,600.00 remaining out of \$94,600.00'. The navigation bar includes tabs for RIA, RESOURCES AND CONTACT, TITLE VI SURVEY, GENERAL INFORMATION, NARRATIVE QUESTIONS, BUDGET, CERTIFICATION, APPLICATION SUMMARY, CONTRACT, REIMBURSEMENTS, and CURRENT DOCUMENTS. The 'CONTRACT' tab is highlighted. Below the navigation bar, the 'Approved Grant Funding Amount' is shown as \$94,600.00, and the 'Edison Vendor ID' is 4158.

Organization: Campbell County
Application Type: Used Oil Grant
Application ID: 2017-4
Grant Number:
Application Status: Approved
Grant Amount: \$94,600.00
Contract End Date:
Application completed by: E. L. Morton

You have \$94,600.00 remaining out of \$94,600.00

Approved Grant Funding Amount: \$94,600.00
Edison Vendor ID: 4158

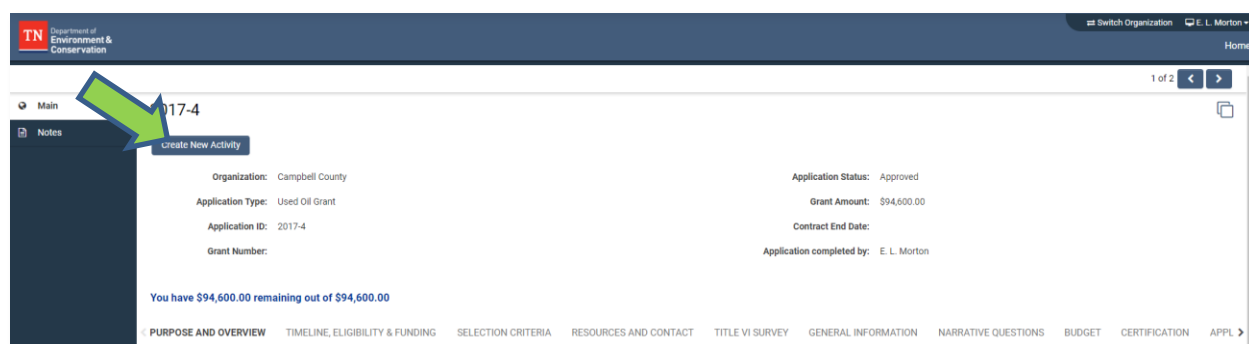
Section II: Activities

This section will demonstrate how to submit activities for your grant project, such as inspection requests, procurement documents, etc.

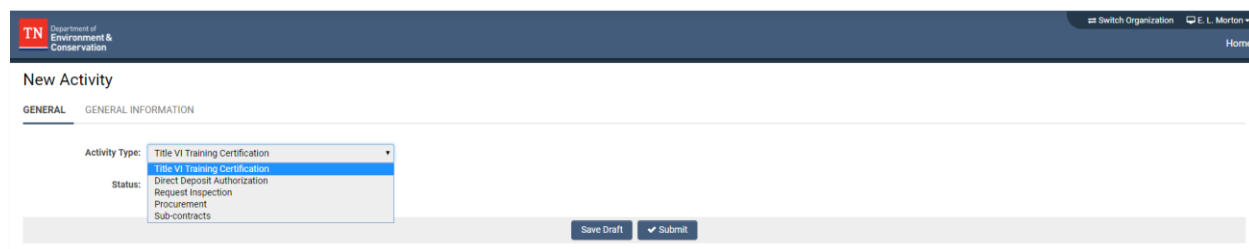
Funded and open grant applications can be found under the tab “Active”. Click View by the application to access the application/grant record to perform project activities and submissions.



To access activities, click on the “Create New Activity” button.



When the new window pops up, you can select which activity from the drop down menu.



After selecting, click Save Draft. Click on the General Information tab to access the Activity form. Complete the requested information and click Save Draft. Once complete, click Submit. The assign grant program staff will receive an email notification of the submittal.

TN Department of Environment & Conservation

Switch Organization E. L. Morton Home

Main Notes

GENERAL INFORMATION

Title VI Training Certification

The Tennessee Department of Environment and Conservation (TDEC) is a recipient of federal financial assistance. Recipients are required to comply with various nondiscrimination laws and regulations, including Title VI of the Civil Rights Act of 1964, which bars discrimination on the basis of race, color, or national origin. The Civil Rights Restoration Act of 1987 clarifies that discrimination is prohibited throughout an entire agency if any part of the agency receives federal financial assistance. As a sub-recipient of TDEC's federal funds, you are required to comply with Title VI and related nondiscrimination laws and regulations.

Title VI regulations require sub-recipients to complete Title VI training; your entity must preserve class rosters or comparable evidence of periodic Title VI training for audit purposes. Below, the sub-recipient program supervisor and its Title VI Coordinator (if a different person) must certify the date (within the last six months) of their completion of Title VI training, attach a copy of the class roster or certificate of completion from their training, and certify that Title VI training is provided for staff, including new hires. **Note:** if Title VI Coordinator and Supervisor are the SAME PERSON, then only one signature and one evidence of training completion is required.

As one acceptable means of completing Title VI training, your entity may use [TDEC's Online Title VI Training Module](#) and retain Certificates of Completion for staff.

[Download Title VI Training Certification Form](#)

Upload Signed and Dated Title VI Training Certification Form

Upload copies of the certificates of completion or other evidence of completion of Title VI training within the last six months by your entity's Title VI Coordinator and Supervisor.

Examples: Dated certificate of completion from TDEC or online Title VI training (TDOT, etc), state agency's HR stating that training was held on a specific date in the past six months and the specific person was in attendance.

Save Draft Submit Delete

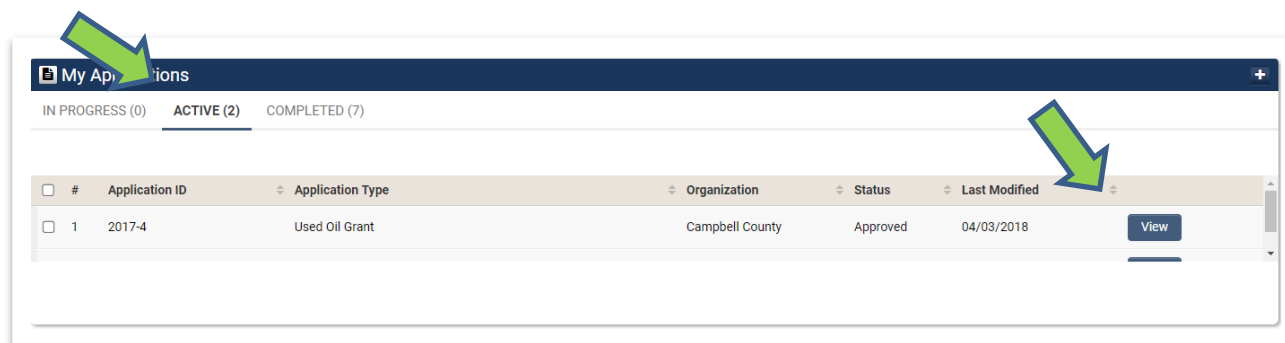
Complete the steps above for each grant activity.

Click **Home** to return to the dashboard.

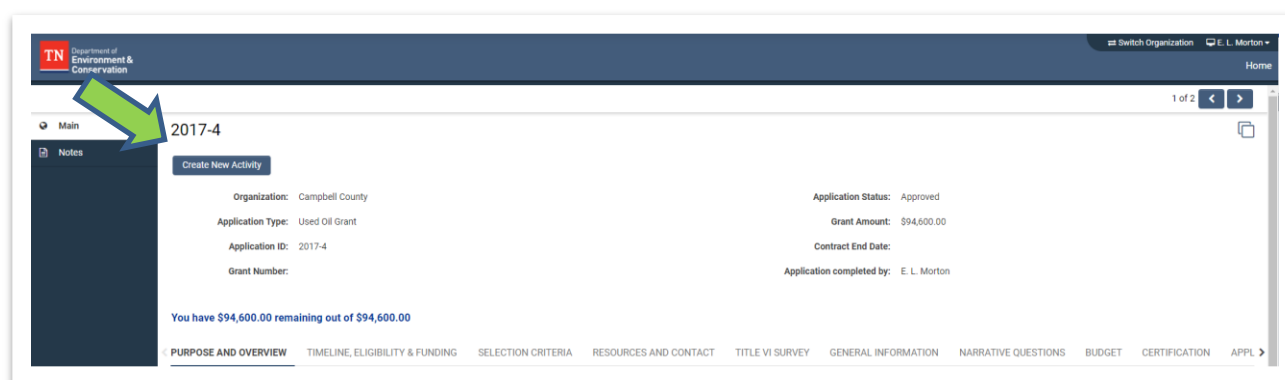
Section III: Reimbursement Requests

This section will demonstrate how to submit a reimbursement request for your grant project.

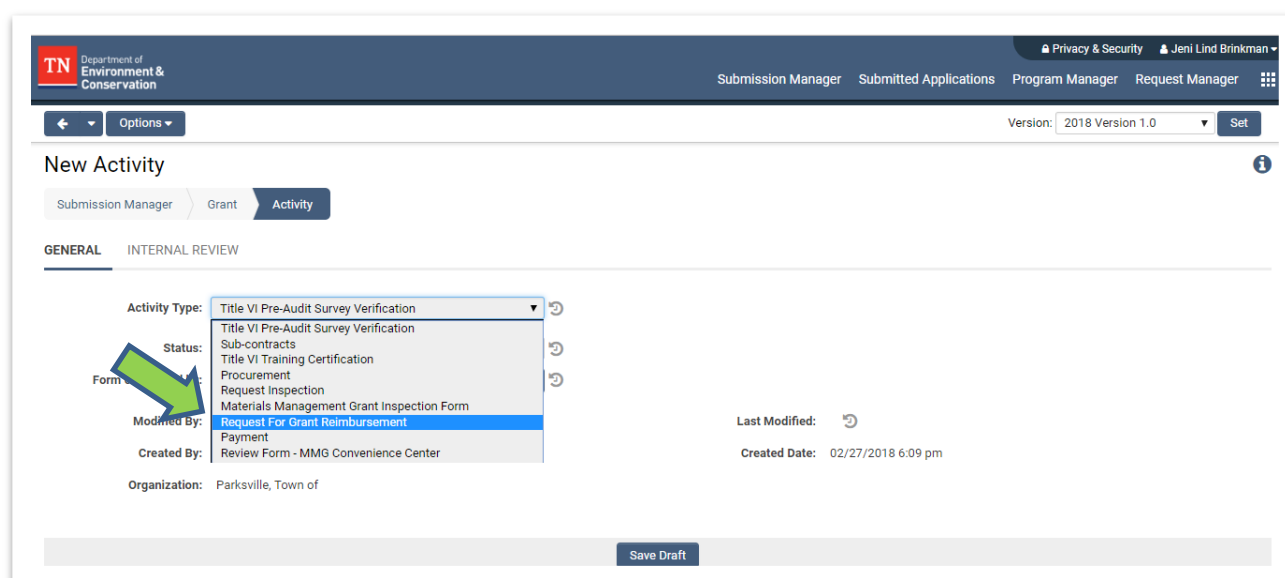
Funded and open grant applications can be found under the tab **“Active”**. Click **“View”** by the application to access the application/grant record to perform project activities and submissions.



To access activities, click on the **“Create New Activity”** button.



When the new window pops up, you can select **“Request for Grant Reimbursement”** from the drop down menu.



For assistance, contact TDEC.Grants@tn.gov.

The Reimbursement Request Activity will open. Click **“Save Draft”** to be able to edit the activity. Now you will see the following:

- Expenditures and Individual Accountability Report (Enter Expenditures Button)
- Reimbursement Form – will automatically populate with your contract budget and adjust accordingly after expenditures are entered.
- Tabs to upload Supporting Documentation and submit your electronic Signature.

The screenshot shows the 'Reimbursement Request Activity' form. At the top, there are tabs for 'GENERAL', 'SUPPORTING DOCUMENTATION', and 'CERTIFICATION'. The 'GENERAL' tab is active. Below the tabs, there are several fields: 'Activity Type' (Request For Grant Reimbursement), 'Status' (Draft), 'Form completed by' (Jeni Lind Brinkman), 'Modified By' (Jeni Lind Brinkman), 'Created By' (Jeni Lind Brinkman), 'Organization' (Parkville, Town of), 'Last Modified' (07/10/2018 10:57 am), and 'Created Date' (07/10/2018 10:57 am). Below these fields, there are two main sections: 'Expenditures and Individual Accountability Report' and 'Reimbursement Form'. The 'Expenditures and Individual Accountability Report' section has an 'Enter Expenditures' button. The 'Reimbursement Form' section has a note: 'Click "Save Draft" to update after entering values in the Expenditures Report'. Below the 'Reimbursement Form' section, there is a 'Reimbursement Request Summary' table. The table has 11 columns: Category, Total Grant Contract Budget, Estimated Budget Contract Budget, Current Budget Contract Budget, Total Budget Contract Budget, Current Budget, Total Budget Contract Budget, Estimated Budget, Total Budget Contract Budget, Current Budget, and Estimated Budget. The table contains data for various categories, including '1.0 Salaries, Benefits & Fringe', '2.0 Professional Fees, Travel & Travel', '3.0 Salaries, Benefits & Fringe', '4.0 Salaries, Benefits & Fringe', '5.0 Salaries, Benefits & Fringe', '6.0 Salaries, Benefits & Fringe', '7.0 Salaries, Benefits & Fringe', '8.0 Salaries, Benefits & Fringe', '9.0 Salaries, Benefits & Fringe', '10.0 Salaries, Benefits & Fringe', and '11.0 Total Contract Budget'. The 'Save Draft' button is at the bottom right of the form.

Click the **“Enter Expenditures”** button to enter your current expenditures for this Reimbursement Request.

Note: You will not be able to submit for expenditures that are not budgeted in the contract budget.

At the top of the worksheet, if applicable, click the “+” under each line item for **In-Kind or Grantee Staff Workforce** and enter in the required information. The totals at the bottom will auto-calculate.

Individual Accountability/Equipment Report (IAR) - Cumulative

***Disclaimer: Please report cumulative totals, per volunteer/employee/equipment. For example- each line item can support x employee for working y hours, or x material at y amount/value. As a grantee, you are required to keep detailed information to support those cumulative totals. Volunteer/Organization name can be reported as a cumulative totals.

In-Kind (Volunteer/Equipment)

Date	In-Kind Item/Volunteer Name	Work Description	Hours	Rate of Pay or Value of Item(s) (\$)	Gross Pay or Value
					Total:

+

Grantee Staff Workforce

Date	Employee Name	Work Description	Hours	Rate of Pay or Value (\$)	Gross Pay or Value
					Total:

+

Scroll down to access the **Expenditure Report** portion, if applicable, click the “+” under each line item and enter in the required expenditure information. The totals at the bottom will auto-calculate.

Expenditure Report

Enter expenditures in the sections below.

Salaries, Benefits & Taxes (1,2)

Item Description	Vendor Name	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
				Total:		

+

Calculated Total In-Kind Value from IAR from Grantee Staff Workforce- Please determine appropriate split:

Professional Fees, Grant & Award (3,4)

Item Description	Vendor Name	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
				Total:		

+

Supplies, Telephone, Postage and Shipping, Occupancy, Equipment Rental & Maintenance, Printing and Publications (5,6,7,8,9,10)

Item Description	Vendor Name	Invoice #	Invoice Date	Total Invoice Amount	Amount Requested For Reimbursement (\$)	Amount of Match (\$)
				Total:		

Save Close

Click “**Save**” and “**Close**” when you are finished.

For assistance, contact TDEC.Grants@tn.gov.

Note: Click “**Save Draft**” again after you return to the activity and the Reimbursement form will automatically adjust with the new expenditures.

Next, click on the “**Supporting Documentation**” tab to upload the following:

- Invoices for expenses (required for all expenses)
- Documentation for Grantee Staff Workforce (only necessary if In-Kind item is identified in the approved contract)
- Proof of Payment to Vendor for each line item (you need only to upload one form of payment that applies)
- If applicable, Proof of Payment for In-Kind Labor (you need only upload which type of proof is applicable)

The screenshot shows the 'Supporting Documentation' tab for form 2018-3752. The tab is highlighted with a green arrow. Below the tab, there are several sections for uploading documents, each with a green arrow pointing to it: 'Invoices for expenses', 'Documentation for Grantee Staff Workforce', 'Proof of Payment to Vendor For Each Line Item', 'Check Register', 'Copy of Check Issued', 'Cancelled Check', 'Credit Card', and 'Proof of Payment for In-Kind Labor'. The bottom of the form has buttons for 'Save Draft', 'Submit', and 'Delete'.

Next, click on the “**Certification**” tab and complete the following:

- Check the certification statement and enter name, title and enter the signature date.
- Click on the “Form Summary” button to generate a summary of the reimbursement request.

The screenshot shows the 'Certification' tab for form 2018-3752. The tab is highlighted with a green arrow. The form contains a certification statement: 'I certify to the best of my knowledge and belief that the data above is correct, all expenditures were made in accordance with the contract condition, and payment is due and has not been previously requested'. Below this are fields for 'Name', 'Title', and 'Date Signed'. At the bottom, there is a 'Download Form Summary' button and a 'Form Summary' button. The bottom of the form has buttons for 'Save Draft', 'Submit', and 'Delete'.

Click **“Save Draft”**. Confirm all tabs and information and once complete, click **“Submit”**.

If you receive an error message in red, one of the following errors may have occurred:

- Mandatory fields are not completed. Check each tab and check all fields marked with a “*”.
- Amounts requested are not budgeted items. Check the Expenditure worksheet and Contract Budget to make sure all requested funds are within budgeted amounts.

The screenshot shows the 'Submission Manager' interface for the TN Department of Environment & Conservation. The user is logged in as Jeni Lind Brinkman. The interface displays the submission ID '2018-3752' and the 'Activity' tab. A red error message box is visible, stating: 'Please correct the following errors and try again.' followed by a list item: '13: Interest: Current Funds Requested cannot exceed the Total Grant Contract Budget - Previously Submitted Grant Contract Expenditures'.

Once the form is successfully submitted, you will receive an automatic email confirmation that the Reimbursement Request was submitted and the grant program notified. You will receive notification from the grant program if revisions are needed or when the request has been completed.

Click **Home** to return to the dashboard.